

Departmental Report: City Secretary's Office

Regular Meeting of the
Weslaco City Commission
November 15, 2011

Who and How We Serve

- City Commission

- City Departments

- City Residents

- Commission Certifier
- Records Management Officer
- Public Information Officer
- Local Registrar
- Elections Administrator

1) Commission Certification

- Agendas
- Minutes
- Proclamations
- Resolutions
- Ordinances
- Calendar



2) Records Management



- Research
- Litigation
- Custody
- Retention

3) Public Information

- Answer

Phone

- Process

Mail

- Reproduce

Records

- Advise

Media

4) Local Registration

	Recorded	Issued
Birth Certificates	3,621	12,647
Death Certificates	856	4,633

5) Elections Administration

- Every Year

- Redistricting

- SB 100



Thank You!

Office of the City Secretary:

Rebekah de la Fuente, Records Coordinator

Maria Garcia, Deputy Registrar

Laura Luera, Receptionist

Edna Silva, Vital Statistics Clerk

Molly Vallejo, Secretary

Elizabeth Walker, City Secretary